



Navigating the Request for Proposal (RFP)

Presenter

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Notices of Funding

- Request for Proposal (RFP)
- Funding Opportunity Announcement (FOA)
- Request for Application (RFA)
- Notice of Federal Funding Availability (NOFA)



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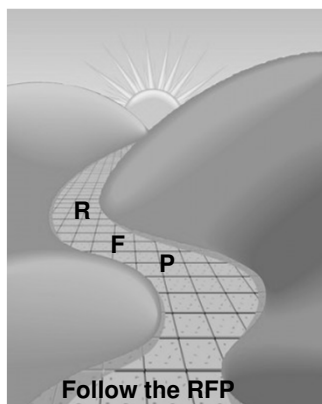
Sources

- Federal, State, and local governments
- Private Foundations
- Corporations
- Grantmaking Public Charities

Charitable Giving Statistics:
<http://www.nptrust.org/philanthropic-resources/charitable-giving-statistics/>

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Top Five Factors



- Applicant Eligibility
- Funding Intent
- Application Deadlines
- Cost Sharing or Matching Requirement
- Estimated number of awards

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Applicant Eligibility



- Is my organization eligible to apply before investing time and effort into an application?
 - Non-profit
 - Government
 - Educational Institution
 - Religious Organization
 - Veteran's Organization
 - Research Organization
 - For Profit Institution

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Funding Intent

- Is my organization's need a good match with the solicitation?
- Am I requesting the correct type of funding?
- Will funding level meet my need?
- Am I just chasing the money?



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Funding Intent



- What population groups is the focus of the funding opportunity?
- What are the objectives of the funding?

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Application Deadlines

- What is the drop dead date and time for submission?
- Does the grant require an intent to apply?
<http://grantspace.org/tools/sample-documents>
- Is there a pre-application required?



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Application Deadlines



- Is the application electronic (on-line or e-mail)?
- Do you have to supply a hard copy with original signatures?
 - How many copies?
- When are the grant awardees announced / notified?

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Cost Sharing or Match Requirement



- Is a match required?
- What level?
- Cash, in-kind, or both?
- Do I need to partner in order to meet the match requirement?

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Determining the Match

- Matching Funds
 - The dollar amount that the grantee or other outside party agrees to contribute to the project.
 - Generally calculated on total project costs.

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Calculating Match

Total Project Costs:		30,000
Matching Funds	15.00%	4,500
Grant Funding	<u>85.00%</u>	<u>25,500</u>
	100.00%	30,000

Plug in this number and can change %'s to determine match vs grant funding

Match could be designated as a ratio in the RFP:

	Match Funds	Grant Funds	Total Project
1:1 Match	1,500	1,500	3,000
2:1 Match	3,500	1,750	5,250
3:1 Match	5,880	1,960	7,840
4:1 Match	20,800	5,200	26,000

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Matching Funds



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- **Matching Funds**

- Source:
 - Cash – actual dollars contributed by the grantee.
 - In-kind – may consist of services, equipment, or products contributed to the project.
 - Program Income – income generated as a result of the award.

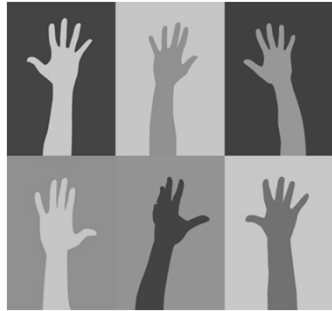
Types of Matching Funds

- **Cash**
 - Approved by your organization
 - Not used as a match on another grant
 - Not federal to federal funds except where authorized by federal statute
 - If provided by partner agency, letter of commitment from appropriate authority



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In-Kind Match



- In-kind
 - Services
 - Space
 - Waived indirect
 - Volunteers
 - Leveraged Resources
 - Other

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In-Kind Match

- Services:
 - Professional services to which a dollar value can be easily assigned?
 - Established tracking mechanism in place
- Space – use of office space at no charge – going rate and letter of donation of space
- Local volunteers from your community
 - http://www.independentsector.org/programs/research/volunteer_time.html
- Indirect
 - Cost Allocation Plan is current and approved

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Estimated number of awards

- What are the odds for my organization getting the award?
- Will there be 1,000 awards vs. two (2)?
- Should I still apply if the odds are low?
- Are there continuation grants or is it one-time funding?



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Other Factors

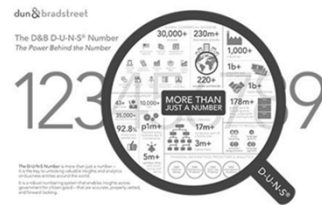


- Award Range – is the published \$ amount adequate?
- Award Period – will match proposed project timeline?
- Budget – What are allowable and unallowable costs?
- Application Preparation – review detailed guidelines.

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Other Factors

- Supplemental Materials – what is required?
- Submission Requirements
 - Do you have a D-U-N-S number?
<http://www.dnb.com/get-a-duns-number.html>
 - Are you registered with SAMS?
<https://www.sam.gov/portal/SAM/##11>
 - Are you registered with grants.gov?



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